

ARCS PROCEDURE: Author: L. Gillen	RECEIPT OF REMOVABLE HARD DRIVES (HD) AT ATOSS FROM PNNL AND SHIPMENT OF REMOVABLE HARD DRIVES (HD) FROM ATOSS TO ARCS1 AND ARCS2	PRO(ADAM)-036.000 February 21, 2000 Page 1 of 3
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Receipt of Removable Hard Drives (HD) at ATOSS from PNNL and Shipment of Removable Hard Drives (HD) from ATOSS to ARCS1 and ARCS2

I. Purpose:

The purpose of this procedure is to provide instructions for:

Receipt of removable hard drives at ATOSS from PNNL, and
Shipment of removable hard drives from ATOSS to ARCS1 and ARCS2

II. Cautions and Hazards:

None

III. Requirements:

None

IV. Procedure:

A. Steps – Receipt of removable hard drives at ATOSS from PNNL

1. ATOSS will complete the following:
 - Verify contents of Pelican case against Shipping Form
 - Send an e-mail notification to PNNL (Attn: Karen Creel) confirming receipt of hard drives. The e-mail will contain the following information:
 - a) Waybill number
 - b) Date received
 - Prepare a Receival Form containing the following information:
 - a) Site hard drives received from
 - b) Date hard drives received
 - c) Hard drive S/N
 - d) Hard drive color
 - e) Hard drive letter

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- Send e-mail to “Receivals/Shipment” distribution containing the following information:
 - a) Site hard drives received from
 - b) Date hard drives received
 - c) Hard drive S/N
 - d) Hard drive color
 - e) Hard drive letter
- Enter information in OMS

B. Steps – Shipment of removable hard drives from ATOSS to ARCS1 and ARCS2

1. ATOSS will complete the following:

- Prepare an International Shipping Form containing the following information:
 - a) Site hard drives being returned to (ARCS1 or ARCS2)
 - b) Date shipped
 - c) Waybill number
 - d) Hard drive S/N
 - e) Hard drive color
 - f) Hard drive letter
- Prepare a Shippers Security Endorsement Form
- Prepare a Fed-Ex Waybill Form
- Pack the removable hard drives in the Pelican case and enclose case in cardboard box for Fed-Ex overnight shipment to Interconex, Inc..
- Call Fed-Ex for pick-up
- Fax the following to Interconex, Inc.:
 - a) Any special instructions required for shipment
 - b) Copy of Fed-Ex Waybill
 - c) Copy of International Shipping Form9s)
 - d) Copy of Shippers Security Endorsement Form

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- When Interconex, Inc. notifies ATOSS of the international waybill number, fax the following documents to the site (ARCS1* or ARCS2):
 - a) Copy of International Shipping Form(s)
 - b) Copy of Shippers Security Endorsement Form
 - c) Note on fax cover sheet the international waybill number, flight numbers and arrival dates/times.

*Note: For ARCS1 shipments, fax the information to D. Pearse also.

V. References:

None

VI. Attachments:

1. Shippers Security Endorsement Form
2. ARCS Site Receival Form
3. ARCS Site International Shipping Form – Manus
4. ARCS Site International Shipping Form – Nauru